

# How to File a Weekly Claim and Log Your Work Search

## *como reclamar su reclamo semanal de desempleo y el registro de busqueda de trabajo*

Effective December 2, 2012 you will no longer be able to claim your weekly benefits through the telephone system. You will be REQUIRED to claim your weekly benefits and REQUIRED to complete a weekly work search log through our 24 hour internet site at **dol.nebraska.gov**.

*Efectivo el 02 de diciembre del 2012 usted ya no podrá reclamar sus beneficios semanales a través del sistema telefónico. Usted será requerido reclamar sus beneficios semanales y será requerido completar un registro de búsqueda de trabajo semanal a través de nuestro sitio de Internet de 24 horas en **dol.nebraska.gov**.*

### To File a Weekly Claim *Para llenar un reclamo semanal*

Visit [dol.nebraska.gov](http://dol.nebraska.gov). Under the header: for Workers, select File for Unemployment

*Visite [dol.nebraska.gov](http://dol.nebraska.gov). Bajo el encabezado: para los Trabajadores, seleccione llenar para desempleo (File for Unemployment)*

The screenshot shows the Nebraska Department of Labor website in Internet Explorer. The browser title is "Nebraska Department of Labor - Windows Internet Explorer provided by Nebraska Department of Labor". The address bar shows "http://www.dol.nebraska.gov/". The page content includes a search bar, a navigation menu for "for Workers" with a yellow arrow pointing to "File for Unemployment", and sections for "for Employers" and "get Answers". A "QUICK LINKS" sidebar on the right lists various services like "Battelle Study", "EUC Program Ends", and "Hiring Our Heroes". The footer shows the URL "https://uibenefits.nwd.ne.gov/BPSWeb/jsp/BPSClaimantWelcome.jsp" and the system tray with "Internet" and "100%" zoom.

Welcome	
<a href="#">FILE A CLAIM</a> ←	File a New Claim, Re-Open an existing Claim, or File an Extended Benefits Claim; File a Weekly Claim. <b>Record Work Search Contacts.</b>
<a href="#">CHANGE YOUR CLAIM INFORMATION</a>	Change your PIN number, payment method and/or direct deposit bank information, federal tax withholding, or address/phone.
<a href="#">VIEW YOUR CLAIM INFORMATION</a>	View payment information and claim balance; view 1099 tax statement.
<a href="#">FILE AN APPEAL</a>	Disagree with a determination on your claim? File an appeal.
<a href="#">FAQ</a>	Frequently Asked Questions about Unemployment Benefits.

## Select File A Claim

### Seleccione (File a Claim) llenar un reclamo

**Unemployment Insurance Sign In**

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\*Indicates required fields

**NEW CUSTOMER?** If you've never established a pin number, you are a new customer.  
[New Customer Registration](#)

**RETURNING CUSTOMER?** You are a returning customer if you've previously established a pin number, even if you do not currently have an unemployment claim.

\*SSN :  -  -

\*PIN :

[Need Help ?](#)

**NEED TO CHANGE YOUR PIN NUMBER?** [Change PIN](#)  
If you forgot your original pin number please call the Nebraska Claims Center at 402-458-2500 Monday - Friday, 8am - 5pm. The NCC representative will reset your pin for you.

#### From the sign in page,

1. Enter your SSN

NOTE: If you have never established a PIN number, select New Customer Registration and provide required information.

2. Enter your Pin

NOTE: If you have forgotten your PIN, select Change PIN and provide required information.

#### En la página de registro

1. Entré su numero de seguro social

*Nota: si usted nunca ha establecido un número de indentificación personal, seleccione el registro de nuevos clientes y pongá la infomación requerida.*

2. Entré su numero de indentificación personal

*Nota: Si ha olvidado su número de indentificación personal, seleccione Cambiar número de indentificación personal y pongá la información requerida.*

**Unemployment Benefits - Main Menu**

Choose an option below:

**FILE A CLAIM:**

- [File New Unemployment Claim](#)
- [Reopen an existing Unemployment Claim](#)
- [File a Weekly Claim for benefits](#)

**WORK SEARCH LOG:**

- [Record Work Search Contacts](#)

**CHANGE YOUR CLAIM INFORMATION:**

- [Change PIN number](#)
- [Change Payment Method](#)
- [Change Federal Withholding](#)
- [Change Address or Phone](#)

**VIEW YOUR CLAIM INFORMATION:**

**Select File a Weekly Claim for Benefits.**

***Seleccione (File a Weekly Claim for Benefits) Llenar un reclamo semanal de beneficios.***

1. You will be presented with multiple screens during your weekly certification.
2. Press "Continue" after completing the items on each page.
3. These examples are for general guidance and will appear for individuals required to look for work. If you are attached to an employer, you will have slightly different questions.

*1. Se le presentarán multiple pantallas durante su certificación semanal.*

*2. Pulse el botón "Continuar" después de completar los requisitos en cada página.*

*3. Estos ejemplos son una guía general y aparecerán para las personas que están requeridas a buscar trabajo. Si está unido a un empleador, usted tendrá preguntas un poco diferentes.*

**Weekly Certification - Wage Information**

\*Indicates required fields

**You are claiming for the week:**

Week Start Date : 12/02/2012

Week End Date : 12/08/2012

1. \*During the week listed above, did you work? :  Yes  No

If yes, report any wages during the week you worked, even if you are not paid until later. Please enter total Gross Amount. :

2. \*County where filing today : -Select County-

**Answer the questions and press "Continue."**

***Responda las preguntas y pulse el botón "Continuar."***

**Weekly Certification - Eligibility Information**  
\*Indicates required fields

1. \* Were you available four or more days during the week to accept a job if offered?  
You are considered available for work if you are appearing for duty before any court under a lawfully issued summons. :  Yes  No
2. \*Did you make at least two contacts with employers in an attempt to obtain employment? :  Yes  No
3. \*Were you physically able to work four or more days during the week? :  Yes  No
4. \*Did you refuse an offer to work or a referral to a job? :  Yes  No
5. \*Did you begin school or did your class schedule change? :  Yes  No
6. \*Did you begin receiving Pension benefit, or did the amount of your benefit change? :  Yes  No
7. \*Did you receive any payments other than wages or pension from an employer such as vacation pay, holiday pay, worker's compensation or a bonus? :  Yes  No

[Need Help ?](#)

**Answer the questions and press "Continue."**  
**Responda las preguntas y pulse el botón "Continuar."**

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**Weekly Certification - Closing Statement**

I understand that I have filed for my weekly benefit claim. All information I have provided is true and accurate to the best of my knowledge.

I understand that in order to keep my claim current, I need to continue claiming each week. Any week that my gross earnings equal or exceed my weekly benefit amount, my claim will be stopped. I will need to reopen my claim during any week my gross earnings are less than my weekly benefit amount.

To receive payment for your Unemployment Benefits, you must select a payment option. Payment options include Debit Card or Direct Deposit. To select your option call (402)458-2500 or @ <http://www.dol.nebraska.gov/> and select "Add/Modify Payment Method".

**REMINDER:**

- If you are required to look for work, keep a record of job contacts.
- If you are required to register with the Nebraska Career Center, please keep in contact with them for employment.
- Keep a record of all gross wages earned during each week claimed.

**I understand that the Law provides penalties, including loss of benefits and/or criminal charges, for making false statements to obtain unemployment benefits. Any week I claim benefits may be audited and I will be required to provide information regarding my eligibility for benefits.**

Click on the Submit button to complete this filing and obtain your confirmation number.

**Read the closing statement and press submit.**

**Lea la declaración final y pulse enviar.**

- Please keep in mind this example is for general information only. Your individual closing statement may be different, depending upon the answers you submitted during your weekly claim.
- *Por favor, tenga en cuenta este ejemplo es sólo para información general. Su declaración final individual puede ser diferente, dependiendo de las respuestas que presento durante su reclamo semanal.*

### Weekly Certification - Confirmation Statement

Thank you for using the Nebraska Department of Labor web application for Unemployment Insurance benefits.

- Confirmation Number : **W2012121208541210705**
- File Date : **Wednesday, December 12, 2012**
- You have completed your weekly certification. If eligible, we will process the benefit payment. Otherwise, we will advise you of your eligibility. Until then continue to claim your benefits each week you are unemployed.
- Questions on your claim can be directed to the claims center:  
(402)458-2500 Select Option 7, Deaf & Hard of Hearing: (402)471-0016.
- You are in the process of claiming your weekly benefits. If you are required to make a minimum of 2 contacts for work, and you have been instructed to complete a work search log, you have until midnight Saturday to provide the required information at <http://www.dol.nebraska.gov/> Log Your Work Search or click [here](#). The information will be reviewed, and may affect your benefit eligibility.  
This only applies if you have been required to submit a weekly work search log.

**Please print this page for your records.  
For security reasons log off and close your browser to exit web site.**

CLOSE

PRINT

Need Help ?

Read the Confirmation Statement. Use the link to log your work searches.  
(See arrow in screen for location of work search link.)

*Lea la Declaración de Confirmación. Utilice el enlace para iniciar sus búsquedas de trabajo.  
(Vea la flecha en la pantalla para la ubicación del enlace de búsqueda de trabajo.)*

If you are not ready to log your work search, you have until the following Saturday to complete the log. See last page for instructions.

*Si usted no está listo para entrar su búsqueda de empleo, tiene hasta el sábado siguiente para completar el registro. Consulte la última página para obtener instrucciones.*

## Work Search Log

### Registro de Búsqueda de Trabajo

Once you reach the Work Search Log entry screen, enter all or part of the two required work search contacts for the week indicated at the top of the screen. The name of the employer is required.

*Una vez que usted llegue a la pantalla de búsqueda de trabajo. Entre todo o parte de los dos contactos de búsqueda de trabajo requeridos para la semana indicada en la parte de arriba de la pantalla. El nombre de la compañía es necesario.*

**Work Search Log**  
\*Indicates required fields  
Please log your work search contacts made during the period: 12/02/2012 thru 12/08/2012

**Employer Details I :**

Date Of contact(MM/DD/YYYY) :  /  /

Name of Person Contacted :

\*Name of Employer :

Employer Address :   
(Include Street, City, State, Zip)

Phone Number :  -  -

Position applied for :

Method of Contact : Please Select

**Employer Details II :**

Date Of contact (MM/DD/YYYY) :  /  /

Name of Person Contacted :

\*Name of Employer :

Employer Address :   
(Include Street, City, State, Zip)

Phone Number :  -  -

Position applied for :

Method of Contact : Please Select

**\*By submitting, I certify under penalty of law that the information I provided is true and correct.**

[Nebraska's Security, Privacy and Accessibility Policy](#)

Trusted sites 100%

**IMPORTANT:** You must have a current claimed week in the Benefit Payment System to have a current week available to record a work search. For instance, if you have not claimed a benefit week because you just started a claim, you cannot log a work search. Once a week is claimed, then you will have until the following Saturday at midnight to complete your work search.

**IMPORTANTE:** Usted debe tener una semana reclamada en el Sistema de Pago de Beneficios para tener una semana corriente disponible para llenar su búsqueda de trabajo. Por ejemplo, si usted no ha reclamado una semana de beneficios, porque acaba de empezar su reclamo, no puede llenar una búsqueda de trabajo. Una vez que una semana sea reclamada, entonces usted tendrá hasta el siguiente sábado a la medianoche para completar su búsqueda de trabajo.

## How to record your work search log later in the week.

*Cómo completar su registro de búsqueda de trabajo durante la semana.*

**Unemployment Benefits - Main Menu**

**Choose an option below:**

**FILE A CLAIM:**

- [File New Unemployment Claim](#)
- [Reopen an existing Unemployment Claim](#)
- [File a Weekly Claim for benefits](#)

**WORK SEARCH LOG:**

→ • [Record Work Search Contacts](#) ←

**CHANGE YOUR CLAIM INFORMATION:**

- [Change PIN number](#)
- [Change Payment Method](#)
- [Change Federal Withholding](#)
- [Change Address or Phone](#)

**VIEW YOUR CLAIM INFORMATION:**

- [View Payment information and balance](#)
- [View 1099 Tax Form](#)

Go to the main menu and choose, “Record Work Search Contacts.” This will take you to the work search log. The week must be previously claimed before you can use this link to record your work search contacts. After you file your weekly claim, you have until following Saturday to record your work search.

*Vaya al menú principal y seleccione “Record Work Search Contacts.” (Llenar búsqueda de trabajo). Esto le llevará al registro de búsqueda de trabajo. La semana debe ser reclamada primero para poder utilizar este enlace para registrar sus contactos de búsqueda de trabajo. Después de presentar su reclamo semanal, tiene hasta el siguiente sábado para registrar su búsqueda de trabajo.*

Send questions to [ndol.nichelp@nebraska.gov](mailto:ndol.nichelp@nebraska.gov)

Envíe sus preguntas a [ndol.nichelp@nebraska.gov](mailto:ndol.nichelp@nebraska.gov)